



Self-Service User Guide for Job Seekers

How to Register For, Enter a Job Seeker
Account, & Update Your Resume Online Using



User Name: _____

Password: _____



IllinoisJobLink.Com Self-Serve Job Seeker User Guide

Internet Entry

These are the step-by-step instructions you will need to register for a job search using **IllinoisJobLink.com**. These comprehensive directions explain how to register a new account in the “Create an Account” section as well as how to create a “Plus Account” which will enable you to post a resume and select the “talents” you should use to find the best jobs you are most qualified to fill. You can also use it to update your registration and resume.

IllinoisJobLink.com was designed for ALL job openings for people to fill all different work backgrounds. Therefore, it is highly recommended you follow these directions carefully to maximize your matching potential to the right jobs, especially when selecting your Resume Title, “Job Title” in the Resume Build section of your Plus Account and key words during your job searches. You are encouraged to print this guide out before starting so you can write down your user name and password on the front cover. You may wish to check off the boxes in the margin as you complete the steps in the checklist format of the guide so you don’t lose your place. We also suggest you have your resume at hand online in a Word document in order to transfer your information to **IllinoisJobLink.com** more easily, preferably in a MS Word format. That way you can attach it directly to your **IllinoisJobLink.com** Resume electronically. For best results, you should use an Internet Explorer browser.

To reenter IllinoisJobLink.com, simply go to **www.illinoisjoblink.com**. If you are already registered and have a user name and password, enter them to get to your Home Page. You can then edit your contact, PLUS Account, or resume information anytime by following the instructions on the last page.

To see other programs that may help you, including scheduled career hiring events statewide or Labor Market Information, visit the IDES Web site at **www.ides.illinois.gov** and type in the word, Events or Career Information where it reads, Search This Site...



IllinoisJobLink.com Home Page

First Time Entry in IllinoisJobLink.com: Creating Your Registration

Scroll down the Home Page and click on “Find A Job”.

This page briefs you on the benefits of openings a BASIC Account and a PLUS Account. Click on the “Create An Account” link at the bottom of the page to begin entering information to both of these accounts.



On the New Account Creation for Job Seeker

page, you are encouraged to enter your Social Security Number if you have one. Click on the continue button and confirm on the next page or that you decline to enter your SS# by clicking on the confirm button at the bottom.

New Account Creation for Job Seeker

The screenshot shows the 'New Account Creation for Job Seeker' form. It has a sidebar with navigation links. The main form area has a title and a note: '* indicates a required field'. The form fields are: Username (required), Password (required), Confirm Password, Email Address, Confirm Email Address, and Security Question (with a dropdown menu showing 'What is your mother's maiden name?').

☐ Enter a Username that is easy for you to remember that does not contain spaces or special characters but has 6 to 20 characters. Again, it is strongly recommended that you print out these instructions and write down your user name and password on the front cover since you will need them again during this registration and every time you revisit **IllinoisJobLink.com**.

☐ Enter a Password that is easy to

remember which includes letters and at least one number and a special character (!@#\$\$%^&?+...). The password must contain 8 to 20 characters. Then confirm.

☐ Be sure to enter your e-mail address since your most likely initial correspondence between you and employers will be by e-mail. This will also enable the system to generate your resume by e-mail to matching employers. Then confirm by entering it again.

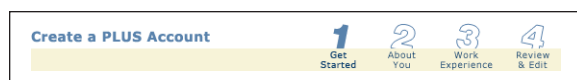
☐ Select one of the 6 security questions by using the drop down box arrow to the right: then answer it.

☐ Enter your name, address, city, state, ZIP code, country, phone number(s) and fax if you have one.

- ☐ Be sure to enter your date of birth using the pop-up calendar to select month, year, and finally date. If the pop-up calendar doesn't work, you will have to type it in as mm/dd/yyyy.
- ☐ When answering the question: How did you hear about our services? You may check more than one box.
- ☐ Answer the Ethnic Hispanic/Latino question using the drop down box.
- ☐ Check off Race, Gender and Disability Options
- ☐ Category of Disability: select option if you answered yes to previous question, or skip down to next question if not applicable.
- ☐ Employment Status: select one of 4 choices
- ☐ Number of weeks not employed: select number or N/A if you are not unemployed
- ☐ Interstate Worker: select one option
- ☐ State Unemployment Insurance claims program: select status if known, or Not a Claimant.
- ☐ Referred by Worker Profiling and Reemployment Services (WPRS): choose from options or leave default N/A
- ☐ Have You Served on Active Duty with the Armed Forces of the US? Select option
- ☐ Are you their Spouse? Select option.
- ☐ Click on the Continue button...and your Job Seeker Basic Account is Complete.

Create a PLUS Account

You have now segued into the Plus Account questions. It should be pointed out that when creating a Plus Account, you will at some time see some of the same steps again that you just completed for your New Account, already filled out. You may skip down to the bottom of that particular page or change your answers at anytime if you need to.



Step 1 presents Eligibility /Authorization pertaining to the terms and conditions for using the system. The “I accept” boxes have been checked off for you to ensure that Equal Opportunity is the Law and Information Privacy are provided for you for your protection.

- ☐ To agree that the Illinois Department of Employment Security is to protect the confidentiality of your information, enter your User Name and Password again. Then click on the Next Step button at the bottom of the page.

Step 2 presents your Registration Demographic Information already recorded and seeks further info about you.

- ☐ Your phone number: either your home, work or mobile will do.
- ☐ SS# (If you did not enter a social security number before, click on the box that reads, “I decline...”)
- ☐ Date of Birth, Ethnicity, Race and Gender should already be completed. Make any changes now if needed.
- ☐ Indicate if you are a single, separated, divorced, or widowed individual responsible for dependents from among the 5 options in the drop-down box.
- ☐ Number in Family (including yourself): You have to enter at least 1.
- ☐ Individual with Disability: Answer yes, no, or prefer not to answer.
- ☐ Category of Disability: complete if you answered yes to the above.
- ☐ Education Status: select one of the 5 options.
- ☐ Highest Grade Completed: select one of the 29 options that reflects the highest level attained.
- ☐ Have you served on Active Duty with the Armed Forces of the U.S.: Select one option.
- ☐ Next step button.
- ☐ (You may or may not see this option page...) Choose county or office: the nearest county is based on proximity to your ZIP code. Also, you may see something about Hire The Future (HTF) which is a high school / work program.. So unless you are in high school looking for a summer or part time job, select the county option given and click on the continue button.
- ☐ Warning (only applies to those who did not enter a social security number: click on Decline Entry... button.
- ☐ Veteran, Spouse of a Veteran or Non-Veteran Status: You will be asked 17 questions on the next 2 pages, depending on what you declared your military status to be when completing your New Account earlier. Select the proper responses and move on to the next section by selecting Next Step. (Attention Veterans. It is very important that you answer EVERY question in this section in order to have your information tagged with an American Flag to indicate to matching employers that you are a Veteran. Failure to answer ALL of the questions will prevent the American Flag tag from appearing, causing employers seeking Veterans to overlook your information.

Registration Information
* indicates a required field

We are required to request the following information:

Phone	000-000-0000	Ext.	*
Social Security Number	000-00-0000		
<input type="checkbox"/> I decline the entry of my Social Security Number			
* Date Of Birth	03/13/1977		

Please note: To insure the data we collect is accurate we ask you fill out the following information. If you answer "Yes" to the Ethnic Hispanic or Latino question, you are encouraged to also identify your race or races. If you answer "No" or "Not Self Identified" then the Race question must be answered.

* Ethnic Hispanic/Latino	No
Race (Please check all that apply)	
<input type="checkbox"/>	White or Caucasian
<input type="checkbox"/>	Asian or Asian American
<input type="checkbox"/>	Black or African American
<input type="checkbox"/>	Hawaiian or Other Pacific Islander
<input type="checkbox"/>	American Indian or Alaska Native
<input type="checkbox"/>	More than one race
<input type="checkbox"/>	Not Self Identified

- ☐ Are you a Migrant Worker: select your answer. Next Step button.
- ☐ If you selected yes, you will be asked 6 more Migrant Worker questions on the next 2 pages...Next Step button.

Next five steps MAY appear depending on what you selected previously

- ☐ Employment Status: Select one of the 3 options.
- ☐ Number of weeks not employed: select if applicable.
- ☐ Interstate Worker: select one. Next Step button.
- ☐ State UI Claims program: select one.
- ☐ Referred by Worker Profiling...: When you are finished, click on the Next Step button.

These 3 questions may appear here depending on how you answered previous military questions

- ☐ Selective Service: Have you registered with Selective Service? Select one option, click on the Next Step button.
- ☐ Eligibility to Work in the United States. select U.S. Citizen or other option if it fits your situation. If you select U.S. Citizen, skip down and click on Next Step button. If you select another option, you will have to type in your Alien Certification number, etc. in the boxes below.
- ☐ Dislocated Worker: select one of the 10 options. If it doesn't apply, the default selection of none of the above fits. Then click on Next Step button.



Step 4 allows you to review and edit your selections thus far in you PLUS Account. Click on the right marginal Edit button for each section in which something needs to be corrected or added.. When satisfied with your entries, click on the Finished button at the bottom of the page, which takes you directly into the **New Resume** page.

The **New Resume** page presents you with a series of questions designed to gather your work experience and educational training information which is used as matching criteria to match you to jobs posted in **IllinoisJobLink.com** and other job boards if you wish while, at the same time, builds a resume for you in case you do not have one to attach.

- ☐ Resume Title: Type in a general occupational field that supports the specific overall area you are looking for and preferably have experience in. (Examples: agriculture, carpentry, education, office work, health care, legal, customer service, communications, food industry, etc.)
- ☐ Job Title: Type in the specific title of the job you are looking for and preferably have experience in that corresponds with the resume title you entered above. (Corresponding examples: horticultural technician, cabinet maker, college professor, administrative assistant, physical therapist, paralegal, hotel concierge, telemarketer, cook, etc.) Also, if you received an IDES e-mail blast inviting you to participate in a special event or program using a special code, here is

where you would enter that code in addition to the job title (for example: HOH Auto Mechanic, AGR Farm Animal Veterinarian, AIC Carpenter)

☐ Relevant Work Experience: Enter years and months, or if entry level, enter zero for years and months.

☐ Education level: Enter the highest level of education you have achieved or are about to achieve.

☐ Are you willing to move to another location for work?: Very important if you wish to match to job openings in other areas of Illinois, another State or another country.

☐ In what area would you like to find employment?: The address information you entered will serve as the base of your job search in determining to employers how close you live to their workplace. The next question can extend your search from that base as determined by how far you are willing to travel to work; 20 miles or 50 miles for example. Or you can change your address by entering a new address, city, state and Zip code if for example you are planning to move and wish to conduct a job search in that area in advance.

☐ What is the maximum distance (in miles) you are willing to commute to work one-way?: mileage is usually determined by mode of transportation options.

☐ Are you willing to travel as a requirement of the job?: Example: a traveling salesman with a designated territory and your own vehicle or a route salesman with company vehicle.

☐ What is the salary type for your desired salary?: choose from 3 options.

☐ Enter your minimum desired salary: examples provided on the screen.

☐ Are you seeking full-time or part-time work?: Choose from 3 options.

☐ What is your preferred shift?: Choose from 6 options.

☐ Are you willing to accept temporary work?: Yes or no.

☐ Do you have a valid driver's license?: Yes or no.

☐ Select resume file to upload: If you have a resume you would like to attach in an MS Word format, attach it now. If not...

☐ Select the Create Resume button.

The screenshot shows the 'New Resume' form on the IllinoisJobLink.com website. The form is titled 'New Resume' and includes instructions: 'Tell us about the job you'd like to find. This information will help us better match you to prospective jobs. If you want to upload a resume you have already created in Microsoft Word, answer all questions on this screen and use the field at the bottom of the screen to find and select the resume file to upload. Click **Cancel** to return to your Resumes screen.' Below the instructions, there are several fields with asterisks indicating required fields: 'Resume Title*', 'Job Title*', 'Relevant Work Experience*' (with sub-fields for years and months), 'Education level' (a dropdown menu), 'Are you willing to move to another location for work?*' (a dropdown menu), 'In what area would you like to find employment?*' (with the example address '5639 W. Leland, Chicago, IL 60630'), 'What is the maximum distance (in miles) you are willing to commute to work one-way?*' (with a note to enter only numbers), and 'Are you willing to travel as a requirement of the job?*' (a dropdown menu).

If your resume was successfully created, you should be on the Select Occupation – Work Wanted page. You may be provided with a selection of sub-categories pertaining to or similar to the job title you selected. Read them carefully and select the one that fits best.

☐ You are now on the Objective Statement page. Read the options provided and select the one that best fits the language you would like to have appear on your resume that describes your career objective for the job title you selected. You can edit the exact wording later and/or use a Summary of Qualifications option instead. An Objective Statement is usually used by someone that has little or no work experience or someone changing career paths. Then click on the Update Resume button.

☐ Summary of Qualifications page. Again, read the options provided and select anywhere from 1 to 5 of the options that best fit the language you would like to have appear on your resume that reflect your experience(s) regarding your job title, if applicable. You can again edit the exact wording later. A Summary of Qualifications is usually used by someone that has more than one year of work experience. Then click on the Update Resume button.

☐ Address Book page: read the screen instructions and edit or add whatever you wish, using the buttons at the bottom of the page. Most job seekers select the “I Have No More to Add” button.

☐ Your Work Experience page: If you wish to add any more experience talents to your resume, select Add Work Experience. If not, select I Have No More to Add.

☐ Resume Selections page: This page provides advice on other information you may wish to add to your resume. It then asks you to choose either the Objective Statement or the Summary of Qualifications you entered earlier. Here is where you can edit the language in either box, depending on which option you would like to have appear on your resume.

☐ It then allows you to select your Contact Method. You can select more than one and edit if you wish.

☐ If you wish to add any more Work Experience positions, Educational Training, Achievements, Military Background or List of References, you may do so one step at a time. Enter the information and when you have entered everything for each category, select I Have No More to Add, and you will be taken back to the Resume Selections page.

☐ When you have finished with all the categories, select Update Resume.

☐ Resume Review page: If there are any revisions you feel need to be made, you may go back. Otherwise, Proceed Anyway.

The screenshot shows the Illinois JobLink.com website. The header includes the logo and navigation links for 'My Home' and 'My Resumes'. The user's name 'Hi rachael' is displayed in the top right. The main section is titled 'Objective Statement' and contains a paragraph explaining that the following statements are examples and that the user should select the one that best matches their objective. Below this, there is a list of 'Sample Objective Statements' with radio buttons next to each option. The statements include various roles and skills, such as 'Seeking a position as a writer or editorial assistant', 'To utilize cutting edge technologies in the field of graphic design and communication', 'To join a company that offers me a stable and positive atmosphere...', 'To join an interactive organization that offers me a constructive workplace...', 'Attain full-time employment as an Information Technology Specialist...', 'Full-Time/Part-Time position which will enable me to use my strong accounts tracking skills...', 'Obtain an internship in a generic position to contribute towards company successes...', 'generic position where my generic experience can be fully utilized to improve customer satisfaction...', and 'A recent high school/college graduate seeking a position as a generic to develop and improve my skills...'.

- ☐ Resume Preview: View the resume you have built and if need be, make changes according to the screen instructions. When you are satisfied with the resume, click on the Finish button.
- ☐ Resumes forYour Name page: Your resume title is listed to the left. From here you can:
 - 1.) Edit update your resume by clicking on the Resume Title and make changes to the title,
 - 2.) Update information within your resume by clicking on Selections,
 - 3.) Make the resume Active or Inactive by clicking on either,
 - 4.) Conduct a job search by clicking on Search,
 - 5.) Delete the resume from your account, or
 - 6.) Create another resume using the Create A Resume button.

Search

To conduct a search, click on the Search link which will automatically take you to an ADVANCED SEARCH to view your employers' job openings matches.

- ☐ This page provides 6 different options on how to enter key words to match to the type of job you are looking for. When in doubt, begin with the 3rd option which reads: "That contain ANY of these words:" and enter a few key words to help match to employers' job orders. They can include your Job Title as well as a couple of words (leave a space in between) that define the activity involved in the job you seek. (e.g.: Plumber pipe fitter drain sewer, etc.)



- ☐ Updated: 5 options which expand or reduce the quantity of matching jobs based on the time line you are searching within
- ☐ With the minimum salary: enter how much per year you are looking to make at the very least, not how much per hour. You will not match to any jobs that pay less than that amount.
- ☐ Skip down to click on radio button in front of "Include only **IllinoisJobLink.com** job listings" unless you also wish to match to jobs in other job matching systems.
- ☐ Enter location as city AND state (abbreviate State), or enter your 5-digit ZIP code of where you wish to work. The Find ZIP Code link below this can help you if you wish to work someplace other than where you live.

- ☐ Search radius around above location: provides 5 circumference options to select from with the center being the city/ state or ZIP code you entered above.
- ☐ Include **IllinoisJobLink.com** PLUS results from other job boards and company websites: You should select this radio button if you wish to expand your job search beyond just **IllinoisJobLink.com** matches to possibly match to other jobs outside the system. Otherwise you can leave the default radio button in the line below.
- ☐ The boxes contained in the section below provide other options you may wish to use to conduct an advanced search. Otherwise it is not necessary to use these options since they will decrease the number of matches you will get.
- ☐ Save this search: If you plan on conducting more than one search, you may want to give each search a title; especially if you are entering more than one resume to the system. If so, select the yes radio button.
- ☐ Search name: If you selected the yes radio button, you can name your search, preferably with something descriptive that will differentiate it from the other search names will be using for this resume and any other resumes you decide to enter. Otherwise skip this question.
- ☐ Click on Search button at the bottom of the page

Your IllinoisJobLink.com Matching Employers

At the top of the page, the message should read:

**IllinoisJobLink.com found ____ jobs
matching your search criteria**

- ☐ The list of matching jobs is already defaulted chronologically with the most recently posted jobs listed from top to bottom. But you have the option to alter your list of matching orders by clicking on the Relevance or Date link at the top. Relevance will put the jobs that match your resume or profile criteria the most at the top. Date will give you the latest matches both now and for future searches chronologically at the top. So you may wish to conduct your 1st search by Relevance, and all subsequent searches by Date so you aren't looking at the same matches all over again.
- ☐ Click on the blue Job Title
- ☐ Each job provides the job title, description, duties, skill requirements and functions as well as other Job information, contact information and other details. It tells what job board it originated from other than IllinoisJobLink.com, if you selected the option to access other job boards. It also shows the job talents (if the employer selected any) each employer selected, preferring candidates with all or most of the listed talents.



- ☐ The last section tells “How to apply for this position”.

Click on the Referral Instructions button for

IllinoisJobLink.com matches.

How to Apply For This Position

To apply for this job through Illinois JobLink, your local One-Stop or to obtain detail instruction on how to apply, please click the referral instructions button.

You may want to review your online Illinois JobLink resume to insure that your resume, including your contact information, is complete and up to date. Go to My Home Page - My Resumes to update your resume. You can then return to this order by clicking the “Last Job Order” link in the menu to the left.

Referral Instructions

- ☐ Most of the time the employer will provide an e-mail address, so you may initiate contact with any employers whose jobs you feel qualified to fill. Click on the “Email Illinois JobLink Resume To Employer” button or just click on the Employers e-mail address and compose your own e-mail. (But more employers these days will send you to their Web site to fill out their job application.)
- ☐ If the “Email IllinoisJobLink.com Resume...” button worked, select one of your Resumes, edit the e-mail drafted for you, saying you would appreciate an interview opportunity at their convenience.
- ☐ Check spelling and Send email. If the employer prefers using their Web site to apply rather than e-mail, you are pretty much obligated to comply with their request.
- ☐ Add to your Saved Job List in case you wish to review again at a later date.
- ☐ Click on “Back to results” at the bottom of the page and continue to work your way through your match list. You will continue to match to new employers as they will be added to the list as new employers post their job orders. Log Out at the top of the page when finished and return whenever you wish to conduct an updated search.

Communications With Employers / IllinoisJobLink.com Help Desk

After making initial contact with employers through **IllinoisJobLink.com** all further messages can be exchanged via the Internet.

If you have any questions not covered in this guide, feel free to contact the **IllinoisJobLink.com** Help Desk at:

DES.IJLSysAdmTech@illinois.gov

Re-entry in IllinoisJobLink.com

Search for More Jobs, Create Another Resume, Update Your Info

To revisit your registration to look for new jobs or update your information, go back to the **IllinoisJobLink.com** Web site at **www.IllinoisJobLink.com**, unless you already book marked it:

You will be provided with an important notice. When you are through reading it, select the show... or remove... button at the bottom which takes you to the Welcome Back page. Continue to the My Home Page and click on My Resumes

which takes you to Resumes for (Yourself). Here you can update your resume(s) under Resume Title, create another resume (by clicking on the Create a Resume button), or conduct a search by clicking on the Search link in the 5th column for matching job openings. You will be prompted to conduct an Advanced Search again. If you forgot how, simply go back a couple of pages and follow the directions under the heading Search.

You can also go back to your Home Page options from the top left hand corner of the Advanced Search page.

You will have 8 options to select from:

- ☐ **Search Jobs** - allows you to go back and check any new jobs that you may have matched to since the last time you conducted a search using an Advanced Search
- ☐ **My Resumes** - allows you to build or attach another or as many resumes as you wish to enter based on the diversity of the talents you have developed from different job experiences or training.
- ☐ **Talents** - allows you to add more talents reflecting the job title you entered earlier OR select another job title and its related talents or compound talents.
- ☐ **My Saved Jobs** - allows you to re-examine the job / list of jobs you tagged earlier so you can go back and determine if you would like to apply for that / those job(s).
- ☐ **Email Alerts** - messages regarding job matches to your resume(s).
- ☐ **Add/Edit a PLUS Account** - If you did not open a PLUS Account when you registered, you may want to open one now to match to jobs OR you may want to make changes to the information you entered last time. (Attention Veterans. It is very important that you go back and make sure you answered EVERY question in the Veteran section in order to have your information tagged with an American Flag so matching employers can see that you are a Veteran. Failure to answer ALL of the questions will prevent the American Flag tag from appearing, so employers seeking Veterans would overlook your information. Update your PLUS Account and make sure ALL this information has been completed in your registration as more questions were entered in later versions of IllinoisJobLink.com.)
- ☐ **Contact Info** - allows you to change your address, phone, e-mail address or name if you recently married.
- ☐ **Work Search Record** - allows you to track and indicate results from your searches for each employer you were interested in working for.



Thank you for using **IllinoisJobLink.com** for your job search and best wishes in your future endeavors.